

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1**  
**USACHRA, EUROPE REGION OPERATIONS CENTER**  
**20 September 2004**

**EUROPE REGION MERIT PROMOTION AND PLACEMENT PLAN**

This regulation supersedes USAREUR Regulation 690-300.335.1, dated 7 March 2001, Civilian Personnel, Promotion and Internal Placement.

**1. PURPOSE:** This plan establishes policy, assigns responsibilities, and prescribes procedures for promotions and other competitive placement actions of U.S. citizens to APF positions in the competitive and excepted services. This plan is consistent with statutory and regulatory guidance issued by the Office of Personnel Management (OPM), Department of Defense (DOD), and Department of Army (DA).

**2. POLICY:** Positions covered by this plan will be filled solely on the basis of merit and fitness without regard to political, religious, marital status, race, color, sex, national origin, non-disqualifying physical handicap, or age, and shall be based solely on job-related criteria. This plan does not conflict with international agreements or OPM and DOD regulations or employment policy (including limits on overseas employment, family-member employment, military-spouse employment, and the Priority Placement Program).

**3. SCOPE:** The provisions of this plan apply to all activities serviced by the Europe Region Civilian Personnel Operations Center (CPOC). Where this plan is silent, flexibilities provided by regulation or guidance from higher authority are preserved.

**4. EXCLUSIONS:** The plan excludes the following actions:

- a. Promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error.
- b. Placement made during or in lieu of reduction in force (RIF) as permitted by governing regulations.
- c. Action involving statutory, regulatory or administrative placement, to include actions directed by higher command levels, arbitration decisions, court decisions, Merit Systems Protection Board, negotiated settlements, and discrimination complaint decisions.
- d. Promotion without further competition of an employee who was appointed in the competitive service from a civil service register, by direct hire, by noncompetitive appointment or noncompetitive conversion, or under the competitive promotion procedures of this plan for an assignment intended to prepare the employee for the position being filled (the intent of the career ladder must be made a matter of record and be documented).

(1) According to DA policy, a noncompetitive career-ladder promotion will be made effective on the first full pay period after the employee becomes eligible for promotion. Eligibility requires management's certification that the employee is performing satisfactorily, that all training and qualification requirements have been met, and that funds are available.

(2) The manager is required to initiate a Request for Personnel Action (RPA) for career promotion 30 days prior to the effective date of the action.

(3) When the career-ladder promotion is effected retroactively, the Civilian Personnel Operations Center (CPOC) must include the following statement in the remarks section of the RPA: RPA processed IAW DA

memorandum, dated 25 Oct 00, subject: Policy for Career Ladder Promotions.

e. Promotion to a grade previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an interchange agreement) from which the employee was separated or demoted for other than performance or conduct reasons.

f. Promotion to the highest grade previously held on an excepted service, Schedule A 213.3106(b)(6), Family member appointment to another excepted service appointment if all qualifications are met.

g. Promotion, reassignment, demotion, transfer, reinstatement, or detail to a position having no greater promotion potential than that of a position the employee currently holds or previously held on a permanent basis in the competitive-service from which the employee was separated or demoted for other than performance or conduct reasons.

h. Temporary promotions or details to a higher graded position of 120 days or less. (Or up to 179 days to maintain continuity of essential functions during base closures and major drawdowns.) Prior service during the preceding 12 months under non-competitive time-limited promotions and non-competitive details to higher graded positions counts toward the 120-day total. An employee need not meet time in grade or minimum qualification requirements (other than positive education requirements) to be detailed to another position.

i. Placement of employees who have repromotion or reemployment eligibility through special consideration programs.

j. Promotion resulting from the employee's position being reclassified at a higher grade because of additional duties and responsibilities. The action represents the upgrading of the employee's existing position and not the filling of a vacancy. The employee will continue to perform the same basic duties of his/her former position.

k. Promotion or placement of an employee entitled to non-competitive priority consideration as a corrective action for failure to be given proper consideration under the requirements of this plan.

l. Noncompetitive appointment of a family-member from a local national (LN) appointment to U.S. appointment when the family member obtains U.S. citizenship. The conversion is to the same position and equivalent GS grade.

m. Noncompetitive appointment of an eligible veteran with a 30 percent or more disability from a time-limited provisional appointment and promotion after conversion to a competitive appointment provided the position occupied has an established full performance level (career ladder).

n. Noncompetitive appointment of a Veterans Recruitment Appointment (VRA) eligible and promotion after conversion to a competitive appointment provided the position occupied has an established full performance level (career ladder).

o. Noncompetitive conversion of severely disabled individuals and promotion after conversion provided the position occupied has an established full performance level (career ladder).

p. Noncompetitive appointment of an OPM interchange agreement to the same or lower representative rate of pay or a reinstatement eligible to a grade no higher or with no more promotion potential than previously held on a permanent basis in the competitive service.

q. A grade band promotion, either temporary or permanent, of a Defense Civilian Intelligence Personnel System (DCIPS) employee to a position, which is serviced by CPOC-EUR, at a higher grade level within the employee's current grand band, and is within the employee's current line of work. Positions are generally in the same line of work if they permit movement of an employees from one position to another without significant differences in the KSAs required for successful performance. The determination that two positions in different series are in the same line of work will be documented in the case file. This authority may not be used to promote

an employee from a nonsupervisory to a supervisory position.

r. Promotion or detail of a DCIPS employee to a grade no higher than previously held on a permanent basis in either the competitive or the excepted service.

s. Other types of actions not specified above which are permitted by regulation and are consistent with the spirit and intent of the merit principles delineated in Title 5, United States Code.

t. Placement in senior executive service or equivalent-grade position.

**5. COMPETITIVE ACTIONS:** The following placement actions must be made in accordance with the competitive procedures of this plan:

a. Permanent promotion to a higher graded position or to a position with more promotion potential than any position previously held on a permanent basis.

b. Reassignment or demotion to a position with more promotion potential than any position previously held on a permanent basis (except as permitted by reduction in force regulations).

c. Appointment, transfer or reinstatement to a position at a higher grade or with more promotion potential than previously held on a permanent basis.

d. Excepted appointment under Schedule A, 213.3106(b)(6) authority for employment of family members.

e. Time-limited promotion and detail for more than 120 days (or more than 179 days to maintain continuity of essential functions during base closures and major drawdowns) to a higher graded position. See paragraph 5h below for DCIPS employees. Prior service during the preceding 12 months under noncompetitive time-limited promotions and noncompetitive details to higher graded positions counts toward the 120-day total. A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures, and the fact that it may lead to a permanent promotion was made known to all potential candidates in the area of consideration. Competitive, time-limited promotions and details will not be considered when computing the 120-day limit. Competitive, time-limited promotions may be made for up to 5 years.

f. Selection for training, which is part of an authorized training agreement, part of a promotion program, or required by regulation before an employee may be considered for a promotion.

g. Appointment of an employee under an OPM interchange agreement to a higher representative rate position.

h. Except as in paragraph 4q and 4r above, temporary promotions and details of DCIPS employees to higher grades beyond 180 days must be made under competitive procedures. Temporary promotions must be made for a definite period of 2 years or less, but may be extended for additional periods of up to 1 year at a time at the discretion of the local commander.

i. Before a U.S. citizen family member may be placed in a local national (LN) position, the requirements of the Army in Europe Regulation 690-70 must be met. A U.S. citizen non-family member cannot be placed into a local national (LN) appropriated fund manpower space.

## **6. RESPONSIBILITIES:**

a. The Europe Region CPOC is responsible for:

(1) Administering the merit promotion and placement program to ensure that the provisions of this plan and the spirit and intent of Title 5, United States Code are met.

(2) Advising, assisting, and disseminating information/guidance to the Europe Civilian Personnel Advisory Centers (CPACs) on recruitment strategies, appropriate areas of consideration, supervisory and employee responsibilities, regulatory requirements, and the provisions of this plan.

(3) Consulting with CPACs and/or management officials concerning recruitment methods, sources, and strategies to include outreach or special emphasis/recruitment requirements.

(4) Preparing and electronically distributing vacancy announcements.

(5) Evaluating applicants' qualifications as required by the recruitment method used.

(6) Issuing referral lists to selecting officials and/or designated representatives, as appropriate.

(7) Providing a mechanism for applicants to access information on the status of their resume and application for employment/placement consideration.

(8) Responding to inquiries regarding rating determinations.

(9) Validating and processing selections in accordance with laws, rules, and regulations.

(10) Maintaining records in accordance with requirements established by laws, rules, and regulations.

b. The Europe Region CPACs are responsible for:

(1) Assisting the Europe Region CPOC in providing information on the merit promotion and placement program to the workforce.

(2) Assisting and advising managers on recruitment strategies, i.e., areas of consideration, development of skills criteria, and special emphasis/recruitment requirements and incentives, etc.

(3) Communicating information to the applicant pool or labor market on recruitment processes and application procedures, participating/hosting job fairs, and answering questions concerning this plan.

(4) Making tentative job offers, obtaining documentation from selectees and verifying eligibility for selection.

(5) Making official/firm job offers upon receipt of eligibility documentation and coordinating effective dates with the Europe Region CPOC.

(6) Providing selection information and in processing forms and documentation within established timeframes.

c. Managers are responsible for:

(1) Complying with and communicating the provisions of this plan to employees.

(2) Anticipating personnel requirements and initiating appropriate action in sufficient time to allow for effective recruitment. Identifying necessary information on the Gatekeeper Checklist to process the recruitment action.

(3) Reviewing and monitoring selection procedures to ensure compliance with the spirit and intent of the affirmative action program goals and objectives and the merit principles of Title 5, United States Code.

(4) Assisting employees in applying for vacancies. Upon written request from employees who are absent from work for legitimate reasons, assisting in the application process (for example, detail, training, military duty,

approved leave). These employees will be “self-nominated” for vacancies announced during their absence. Employees must have an active resume in RESUMIX and specify in writing the types of positions for which they would like to be considered.

(5) Notifying employees in writing of the conditions of time-limited appointments and temporary promotions.

(6) Promptly returning selections to the CPOC in a timely manner (normally within 14 calendar days).

(7) Annotating the referral list to explain the reasons for selection and non-selection when applicable.

(8) Obtaining any required organizational approvals and necessary reviews by EEO or higher management officials for recruitment actions.

(9) Providing assistance and counseling to employees on self-development opportunities, application procedures, and non-selection.

d. Employees are responsible for:

(1) Informing the civilian personnel representative within 2 workdays after being offered a job whether they accept or decline the offer. Applicants who fail to notify the civilian personnel representative within 2 workdays without an approved extension will be considered to have declined the job offer.

(2) Notifying their supervisor/manager in writing of job opportunities for which they are interested in applying during periods of legitimate absence. The employee must have an active resume in the RESUMIX database. The employee’s request must provide specific titles, series and grades for which the employee wants to be considered and include all information required for supervisor to submit the self-nomination.

(3) Submitting and maintaining an active resume in the Army Centralized Database, preferably through the Army Resume Builder. Resumes that are sent by email or surface mail must comply with the guidance in the Army Job Application Kit.

(4) Reviewing announcements and applying for positions for which interested, available, and qualified by following instructions specified in the announcement and within required timeframes.

(5) Seeking advice and assistance from supervisors and CPAC representatives on the provisions of this plan.

e. The installation Equal Employment Officers are responsible for:

(1) Consulting with the CPOC/CPAC on the provisions and applications of this plan.

(2) Advising managers and supervisors on affirmative action goals and responsibilities.

(3) Developing, executing, and assessing programs to support affirmative employment.

(4) Reviewing and monitoring selections to ensure compliance with the spirit and intent of affirmative action program goals and objectives.

## **7. LOCATING CANDIDATES:**

a. Area of Consideration. The area of consideration must be broad enough to ensure the availability of a reasonable number of high quality candidates, taking into consideration the nature and level of the position being filled, merit principles, EEO affirmative action goals and objectives, and applicable regulations.

b. The area of consideration will be identified in the merit promotion vacancy announcement.

c. Except as stated in 7 e-f below, the minimum area of consideration will include--

(1) CHRA Europe serviced employees or in-service employees in the organization or directorate with the vacancy.

(2) Persons with military-spouse preference (MSP) living within the commuting area of the vacancy, whether or not on leave without pay (LWOP).

(3) Family members on LWOP living within the commuting area of the vacancy.

(4) Current DA employees with competitive status and eligible DA DCIPS employees, who are otherwise outside the minimum area of consideration.

(5) Veterans Employment Opportunity Act applicants.

(6) ICTAP - Interagency Career Transition Assistance Plan

d. The minimum area of consideration may be expanded to include other sources, such as:

(1) Family members who are eligible for a Schedule A 213.3106(b)(6) appointment.

(2) Transfer.

(3) Reinstatement.

(4) Veterans Recruitment Appointment (VRA).

(5) Thirty percent disabled veteran (30% DAV).

(6) NAF employee eligible for appointment under the DOD/OPM interchange-agreement.

(7) Defense Civilian Intelligence Personnel System (DCIPS) interchange-agreement.

(8) Other special appointing authorities, as appropriate.

e. For competitive details and temporary promotions of more than 120 days, but NTE 1 year, managers may limit the area of consideration to in-service employees in the organization or directorate with the vacancy.

f. For filling temporary and term positions through outside the register procedures, the area of consideration will be limited to candidates eligible for competitive and non-competitive appointments (i.e., Schedule A 213.3106(b)(6), VRA, and 30% DAV).

g. Eligible children of military personnel and DOD civilian employees are considered family members for employment purposes even when these children are absent from home while attending school. A student may designate in writing someone in the local area to accept or decline job offers for the student until the student returns from school.

h. U.S. citizen family members who are appointed under Schedule A 213.3106(b)(6) authority, who do not have their own personal competitive status or appointment eligibility under some other authority (e.g., VRA, 30% DAV, etc) and who lose their family-member status may apply only as external applicants through DEU. Family members on competitive-status appointments or on appointments leading to competitive status are not affected by their loss of family-member status and are eligible to apply for all U.S. designated positions.

i. Only U.S. citizens may be placed in U.S. Appropriated Funded positions overseas.

j. Employees on term appointments may compete for other term vacancies according to 5 CFR 316. Employees on term appointments may not be promoted to, or noncompetitively placed in, permanent positions, unless otherwise eligible for a 30% DAV, VRA or FM appointment.

k. Announcements will be open for a minimum period of 5 calendar days. Approval to open announcements for less than the minimum time will be obtained from the servicing CPOC CFT Chief.

l. Open continuous announcements or standing registers/inventories may be used when deemed appropriate.

m. It is USAREUR's policy that if you are currently holding a VRA or other permanent career or career-conditional appointment you are not eligible for this employment category. You can only apply as "In-service, Department of Army Civilian", Transfer Eligible", or any other category for which you are eligible.

## **8. CANDIDATE EVALUATION AND REFERRAL:**

a. For most positions, the Europe CPOC uses an automated rating and referral system, RESUMIX for filling positions under this plan. In order to apply for vacant positions, applicants will be required to submit a resume to the Army Centralized Database for processing. Once the resume is processed in the database, applicants can self-nominate for open job announcements. Resumes and self-nominations must be received by the closing date of the job announcement.

b. To be eligible for promotion or placement under this plan, applicants must meet all eligibility requirements and minimum qualification requirements prescribed by OPM within 30 calendar days of the closing date of the announcement, or for open continuous announcements, within 30 calendar days of the date of the rating. Applicants for promotion or placement into a job having greater growth potential than their current job (or one previously held) must have a rating of fully successful or higher in their most recent annual performance appraisal. In the absence of an appraisal, applicants will be presumed to be fully successful.

c. The resumes of the applicants who self-nominated will be matched against the required and/or desired skills criteria defined by the selecting official. To be eligible for referral, candidates must be among the best qualified. Best qualified is defined as meeting the skills search criteria, the OPM minimum qualifications, and any special placement requirements, time in grade, etc.

d. No minimum or maximum number of applicants must be referred. However, a referral list is considered valid, if it contains at least three available candidates. A referral list with fewer than three available candidates is also a valid list when the selecting official chooses to accept the list and make a selection from it.

e. When fewer than three candidates are referred, management may request a supplemental referral list.

f. The CPOC CFT Chief will consider all requests for supplemental referral lists based on the facts of the case and determine if a subsequent referral is warranted. A request for an additional referral because a known applicant did not apply in a timely manner or a name request did not appear on the referral list, will not be approved. When reviewing requests for subsequent referrals, the CPOC CFT Chief will ensure the integrity of the Merit Promotion Program. Examples of additional reasons and justification procedures that may support a supplemental referral request are:

(1) After working the referral list, management determines that there are fewer than three available candidates remaining on the referral list. The selecting official must document the referral list annotating reasons candidates are not available. The CPOC CFT representative will review the documented referral list.

(2) Management provides justification that identifies reasons that candidates are minimally but not highly qualified for the position. If sustained by the CPOC CFT Chief that the desired/required skills were not appropriate

to produce a quality referral list, the CPOC will assist management in identifying desired/required skills that will produce quality candidates.

(3) Poor character reference checks.

(4) Other reasons as determined on a case-by-case basis, which are justified by management and approved by the CPOC CFT Chief.

(5) When the remaining candidates on the referral list exceed or are within one year of the 5-year limit and the following applies:

(a) The losing organization did not approve an extension; and

(b) The gaining organization states that the position being filled does not warrant an exception to the 5-year limit under their mission criteria.

NOTE: Candidates near or exceeding the 5-year limit will remain on the referral list and must be afforded the proper consideration, in conjunction with the supplemental referral list.

g. Referral lists may be reissued up to 180 days from initial issue for identical vacancies.

h. The selecting official should make selections within 14 calendar days of the date the referral is issued.

## **9. SELECTION:**

a. The selecting official has the right to consider and/or select candidates from any appropriate source (for example, in-service, reinstatement, transfers, 30% DAV, VRA, DOD/OPM interchange-agreement-eligible persons, and family members).

b. Selection rules for MSP and family-member preference will be observed, as appropriate.

c. MSP candidates referred for selection will block selections of non-MSP candidates when a selection is made from a competitive source. This policy applies whether the MSP candidate is on LWOP or is an external candidate.

d. Selecting officials do not have to select MSP candidates who have less than 6 months remaining in the area when they are referred for permanent continuing positions.

e. Noncompetitive sources may be used to fill positions without regard to MSP (i.e., VRA, 30% DAV, reassignment, change to lower grade, transfer to the same or lower grade, or DOD and/or OPM interchange agreement eligibles determined to be equivalent to the same or lower grade.

f. In accordance with AR 690-300, Chapter 301 and USAREUR Supplement 1 to AR 690-300.301, Overseas Employment, commanders and equivalent-level positions may approve exceptions to MSP selections based on locally developed criteria. Management will develop criteria in coordination with their servicing CPAC. Exceptions will not be granted when criteria are not in place.

g. Interviews and reference checks are highly recommended, but not required. The selecting official has the option to interview none, some or all candidates referred on the referral list. A candidate's ability to appear for an interview will not be used as a basis for non-selection. Performance tests or exercises will not be administered without CPOC approval.

h. Selection will be based on job-related reasons. The selecting official will document reasons for competitive selections on the referral list. The selecting official will consider locally approved Affirmative Action Plan (AAP)



when making selections.

- i. The HR representative will verify the program eligibility of selected candidates prior to the job offer.

#### **10. EFFECTIVE DATES:**

a. The CPACs will notify selected candidates, make tentative and final jobs offers, and establish entrance on duty or proposed effective dates in coordination with the Europe Region CPOC.

b. Employees selected for promotion, reassignment, or change to lower grade will be released by managers after serving the remainder of the pay period during which the offer is made and another full pay period. Exceptions may be made if the releasing official and the gaining official agree.

c. If a geographic move is involved, the selected employee will normally be released within 30 days (45 days if the employee is selected from the continental United States).

d. Actions normally will be effective on the first day of the pay period. Actions that return an employee to pay status may be effective earlier, especially if a delay would cause a break in service.

#### **11. MISSED CONSIDERATION:**

a. Applicants who miss consideration for a vacancy because of administrative or other error will be granted priority consideration for the next like vacancy.

b. Priority consideration will be granted only once when it can be determined that the applicant would have been on the referral list had the error not occurred.

c. A like vacancy is typically one with the same position title, series, and grade, and at the same geographic location as the vacancy for which consideration was missed. Based on a written request by the applicant to the CPOC, this may be modified on a case-by-case basis. The CPOC will provide a written approval/disapproval to the applicant regarding any modifications to the terms of the priority consideration.

**12. RECORDS:** The CPOC will maintain electronic recruitment case files in accordance with DA record keeping requirements. Sufficient documentation will be available to provide a clear audit trail and permit reconstruction of any action under this plan.

#### **13. ORDER OF CONSIDERATION:**

- a. Statutory, Reemployment or Restoration Placements.
- b. Directed Placements (Courts, MSPB, EEOC) or other corrective actions.
- c. RIF actions, or placements in lieu of RIF.
- d. Local repromotion eligibles.
- e. Certain actions permitted under the DoD Program for Stability of Civilian Employment (job swaps, medical accommodations, etc.).
- f. Reemployment Priority List (RPL) registrants for positions at or below grade last held by the registrant.
- g. DoD Priority Placement Program (PPP) registrants and the remainder of the RPL candidates.
- h. Special consideration after failure to receive consideration under the Merit Promotion Plan.
- i. ICTAP eligibles.
- j. All other competitive/noncompetitive placement actions.

#### **14. REFERENCES:**

5 CFR 213, Excepted-Service

5 CFR 300.101, Employment (General)

5 CFR 315, Career and Career-Conditional Employment

5 CFR 316, Temporary and Term Employment

5 CFR 335, Promotion and Internal Placement

OPM Qualification Standards Handbook for General Schedule Positions

OPM Handbook X-118C, Job Qualification System for Trades and Labor Occupations

DoD Instruction 1400.23, Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas

DoD Instruction 1404.12, Employment of Spouses of Active Duty Military Members Stationed Worldwide

DoD Priority Placement Program Operations Manual

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 690-300.335, Promotion and Internal Placement

USAREUR Supplement 1 to AR 690-300.301

Army in Europe Regulation 690-70

## **GLOSSARY**

### **SECTION I ABBREVIATIONS**

30% DAV	30-Percent Disabled Veteran
AE	Army in Europe
APF	Appropriated Fund
CFR	Code of Federal Regulations
CHRA	Civilian Human Resource Agency
CPAC	Civilian Personnel Advisory Center
CPOC	Civilian Personnel Operations Center
DA	Department of the Army
DCIPS	Defense Civilian Intelligence Personnel System
DoD	Department of Defense
FM	Family Member
HR	Human Resources
LN	Local National
LWOP	Leave Without Pay
MSP	Military Spouse Preference
NAF	Nonappropriated Fund
NTE	Not to Exceed
OPM	Office of Personnel Management
RIF	Reduction in Force
RPA	Request for Personnel Action
U.S.	United States
VEOA	Veterans Employment Opportunities Act
VRA	Veterans Recruitment Appointment

### **SECTION II**

## **TERMS**

### **area of consideration**

The area in which the agency makes an intensive search for eligible candidates for a specific personnel action. The area of consideration may not be smaller than an organization or directorate.

### **best qualified candidates**

Candidates who meet both management-identified ranking criteria and Office of Personnel Management basic qualification requirements.

### **career ladder**

A developmental position recruited at a lower level for training purposes with promotion potential to the full performance level.

### **commuting area**

The geographic area that an applicant lives in and can reasonably be expected to travel to and from work daily. Applicants determine their commuting area.

### **competitive service appointments**

An appointment in the executive branch of the Federal Government. Career and Career-Conditional appointments are the most common competitive service appointments. The competitive service includes all civilian positions in the Federal Government that are subject to Title 5, US Code and are not specifically excepted from the civil service laws by Statute, by the President, or by the Office of Personnel Management, and are not in the Senior Executive Service (SES). It includes most positions in the executive branch of the Government. The majority of positions in the Department of the Army are competitive service positions.

### **competitive status**

Competitive status is an employee's basic eligibility for noncompetitive assignment (e.g., by transfer, promotion, reassignment, demotion, or reinstatement) to a position in the competitive service without having to compete with members of the general public in an open competitive examination. Competitive status belongs to an employee, not to a position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive Order, or the civil service rules without competitive examination, for example, former overseas employees.

### **desired skill**

Job related skills that are desirable but not required for successful job performance.

### **DoD civilians**

Department of Defense civilians include employees working for DOD in all branches of the U.S. forces and NAF instrumentalities.

### **excepted service appointments**

An appointment made to certain executive branch positions that are excepted from the competitive service by OPM or by law and placed into three categories, Schedule A, B or C. The most common excepted service appointments in Europe fall under Schedule A, such as VRA and Family Member appointments.

### **family member**

A spouse or an unmarried child (including a stepchild, adopted child, or foster child) not more than 23 years old residing with a member of the U.S. Armed Forces or a U.S. citizen civilian employee of a U.S. Government Agency whose duty station is in a foreign area.

### **family member preference**

Preference provided to family members for employment when filling APF positions competitively at the GS-01

through 15 grade levels (and equivalent wage system positions) designated for U.S. citizen occupancy. Family members may be recruited through external placement procedures in the absence of a military spouse entitled to employment preference. This preference applies only to initial employment into a continuing position, including temporary positions of 1 year or longer, at each duty station. Family member preference is not provided when doing so violates statutes or regulations on veterans' preference or nepotism or to family members of locally hired civilian employees.

**in service candidates**

U.S. citizen APF DA or CHRA serviced employees on a permanent competitive or excepted service appointment.

**military spouse preference**

Employment preference provided to spouses of active duty military members of the U.S. Armed Forces who are relocating because of a permanent change of station. These spouses receive employment preference for APF and NAF positions in the competitive and excepted service at the GS-01 through GS-15 grade levels, UA-8 and below, and equivalent wage-system positions. This preference applies in DOD within the commuting area of the permanent duty station of the member's for initial employment in a continuing position. Military spouse preference eligibility applies only when the sponsor and spouse were married before relocating to the new duty station.

**priority consideration**

Consideration provided to an applicant who is referred to a manager before a referral list is issued.

**required skills**

Job related skills that applicants must have to successfully perform the duties of the position within a reasonable time period (for example, the first 90 days).

**RESUMIX**

An automated ranking and referral system.

**self-nominate**

Automated process for applicants to indicate interest and availability for a special job announcement.

**special consideration**

Consideration provided to an applicant who is referred to a manager before a referral list is issued. Special consideration is used when referring repromotion candidates who receive pay retention due to involuntary placement action through reduction-in-force, transfer of function or planned management action.

**term employee**

An employee on a time-limited appointment. Term appointments may exceed 1 year, but may not exceed 4 years in the same position. Term employees may be promoted, reassigned, or changed to a lower grade only when moving to another term position.